



**Policy:** 4002  
**Procedure:** 4002.01  
**Chapter:** Secure Facilities  
**Rule:** Housing Unit Inspections

**Effective:** 06/14/2005  
**Replaces:** 4002.01  
**Dated:** 08/31/2000

### **Purpose:**

The employees of the Arizona Department of Juvenile Corrections (ADJC) shall inspect facilities on a routine schedule to ensure safety and sanitation standards are in compliance.

### **Rules:**

1. **Definition of Standards:**
  - a. Satisfactory (SA) = meets expected standard of sanitation and/or equipment is operational;
  - b. Unsatisfactory (UN) = does not meet expected standard of sanitation and equipment is not operational or working properly;
  - c. Not Applicable (NA) = does not apply;
  - d. Urgent (UR) = a security/life/safety issue that requires immediate attention such as:
    - i. Non Functioning Doors;
    - ii. Inoperable Door Locks;
    - iii. Broken Toilets;
    - iv. Inoperable Fire Alarm Systems (require compliance of the Secure School Fire Drill Policy and Procedure 4007.02);
    - v. Inoperable Exit Signage and Exit Lighting;
    - vi. Breakdown of Total HVAC (Heating, Ventilation, Air Conditioning) System;
    - vii. Loss of Water Supply.
2. **Daily Shift Inspections:**
  - a. The **HOUSING UNIT SHIFT LEADER** shall:
    - i. Inspect his/her assigned unit each shift for safety and sanitation compliance;
    - ii. Complete Form 4002.01B Housing Unit Inspection Checklist.
  - b. The **HOUSING UNIT SHIFT LEADER** shall retain Inspection Checklists in a central binder for the Housing Unit Manager's review and follow up;
  - c. The **HOUSING UNIT MANAGER** shall maintain Inspection Checklists in each housing unit central binder for a period of 90 days;
  - d. During Shift Inspections, the **HOUSING UNIT SHIFT LEADER** shall:
    - i. Use Form 4002.01B Housing Unit Inspection Checklist noting security, life/safety, fire, sanitation, and maintenance compliance and/or deficiencies;
    - ii. Explain each unsatisfactory item in the form comments section;
    - iii. Correct items noted **UR** (Urgent) regarding safety and/or sanitation deficiencies within 30 minutes;
    - iv. Ensure for safety and welfare of involved juveniles until deficiencies are corrected;
    - v. In the event items noted UR (Urgent) regarding safety and/or sanitation deficiencies cannot be corrected within 30 minutes:
      - (1) Contact the Security Officer in Charge;
      - (2) Relocate involved juveniles to a safe room or area.
  - e. The **HOUSING UNIT SHIFT LEADER** shall ensure:
    - i. Employees submit electronic work orders (MP2 requests) within 1 hour for all maintenance required deficiencies;
    - ii. Employees attach a copy of each work request to the Housing Unit Checklist.

- f. The **HOUSING UNIT MANAGER** shall:
    - i. Retain a hard copy of all work orders until the work has been satisfactorily completed;
    - ii. Coordinate correction of unsatisfactory deficiencies, or produce a plan to correct deficiencies within one work day;
    - iii. Address safety, cleanliness/housekeeping, and maintenance issues with his/her respective employees;
    - iv. Follow-up on pending MP2 requests weekly;
    - v. Ensure the Maintenance Supervisor and Security Captain are contacted for all urgent items.
  - g. **THE HOUSING UNIT SHIFT LEADER** on 2<sup>nd</sup> shift shall:
    - i. Test the Group Release Locking systems daily;
    - ii. Note any non-functional locks and submit work requests;
    - iii. Relocate juveniles to a room with a functional lock;
    - iv. Notify the Security Officer in Charge within 10 minutes of discovering a non-functional locking system;
      - (1) The **SECURITY OFFICER IN CHARGE** shall notify the Duty Administrator, Physical Plant Supervisor, and Superintendent immediately upon being notified of a non-functional locking system.
3. **Weekly Inspections:**
- a. The **HOUSING UNIT MANAGER** shall:
    - i. Inspect his/her assigned housing unit weekly;
    - ii. Measure each area according to the Definition of Standards;
    - iii. Ensure the Maintenance Supervisor and Security Captain are contacted on all urgent items;
    - iv. Address safety, cleanliness/housekeeping, and maintenance issues with their respective employees;
    - v. Complete the Weekly Inspection Checklist Form 4002.01A noting security, life/safety, sanitation and maintenance compliance and/or deficiencies;
    - vi. Ensure employees submit an MP2 work order for all maintenance required deficiencies and attach a copy of the work request to the housing unit checklist;
    - vii. Maintain a hard copy of the work order until the work has been satisfactorily completed;
    - viii. Arrange for relocation of juveniles until necessary repairs have been completed, if necessary;
    - ix. Send a copy of the completed checklist to the secure facility Assistant Superintendent and the agency Loss Prevention Coordinator;
    - x. Maintain Inspection Forms in a labeled binder for a period of 6 months.
  - b. The **ASSISTANT SUPERINTENDENT** shall:
    - i. Follow up on inspection recommendations and ensure action is taken to remedy noted deficiencies;
    - ii. Maintain Inspection Forms in a labeled binder for a period of 6 months.
  - c. The **FACILITY MAINTENANCE SUPERVISOR** shall:
    - i. Prioritize and address maintenance issues upon receipt of the MP2 work request;
    - ii. Ensure urgent maintenance issues are addressed as outlined in 2410.01 Reporting life Safety Hazards;
    - iii. Advise the Superintendent, Assistant Superintendent, Captain, and Housing Supervisor of the following:
      - (1) Delivery schedule of replacement parts/services;
      - (2) Schedule and completion of repairs.

4. **Monthly Inspection Team:**
- a. The **ASSISTANT SUPERINTENDENT** shall ensure the Housing Unit Inspection Team consists of the following employees:
    - i. Assistant Superintendent;
    - ii. Housing Unit Manager;
    - iii. Facility Maintenance Supervisor;
    - iv. Security Captain or Lieutenant;
    - v. Business Manager;
    - vi. Health Unit Supervisor.
  - b. The **HOUSING UNIT INSPECTION TEAM** shall meet on a monthly basis under the leadership of the Assistant Superintendent to review all Weekly Inspection Checklists and to follow-up on pending issues.
  - c. The **ASSISTANT SUPERINTENDENT** shall ensure minutes are taken of monthly Inspection Team meetings to include delegated items, responsible person(s), and deadlines for correction. Distribution for meeting minutes shall include:
    - i. Loss Prevention Coordinator;
    - ii. Facilities Management Administrator;
    - iii. Deputy Director of Operations;
    - iv. Assistant Director of Safe Schools;
    - v. Security Administrator;
    - vi. Facility Superintendent.

EFFECTIVE DATE:	APPROVED BY PROCESS OWNER:	REVIEW DATE:	REVIEWED BY: